

United Church of Christ in New Brighton Facility Use Policy

General Philosophy

The United Church of Christ in New Brighton (UCCNB) encourages the use of its facilities by our congregation, church sponsored groups, other faith communities, community groups, and agencies which have goals that are compatible with the mission and purposes of the United Church of Christ in New Brighton:

1. To realize Christian fellowship and unity within this church and the Church Universal,
2. To render loving service toward all people, and
3. To strive for righteousness, justice, and peace.

Use of the facilities by non-church related groups is offered as a service to the community and as an opportunity for community outreach.

This policy is a guide for authorizing use of the building and church property and the requirements of the user.

The first priority of the church is to provide facilities for the programming offered to and by the UCCNB congregation and the United Church of Christ wider church.

Second, the facilities may be used for other church-sponsored programs that provide educational, spiritual, and human-welfare support.

Third, the facilities may be used for events sponsored by a member(s) of the congregation.

Fourth, the facilities may be used for non-church sponsored events which are designed to better our community and its people.

UCCNB-related meetings are given first priority for use of space in the facility. **If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location, or reschedule the event or meeting.**

General Policies

Groups which will be given consideration for church use are groups that fall into one of the following categories:

1. **UCCNB and Other Church Related**
 - a. All committees, boards, and groups of UCCNB.
 - b. All groups related to UCCNB programs supervised or sponsored by a professional staff member.
 - c. UCC related groups (e.g. Outdoor Ministries, Youth Events, Women's Retreat, and United Theological Seminary)
 - d. Weddings and Receptions – member or non-member (See wedding guide for specific details)
 - e. Funerals
 - f. UCCNB sponsored or affiliated groups (e.g. MICAH, Holy Hammers, St. Paul Council of Churches, and CEAP)
 - g. Member celebrations (e.g. wedding showers, baby showers, anniversaries, and graduation parties)
 - h. Groups with a church member active in the group (e.g. We Care, Filipino Orchestra, music recital, and book club)

- i. Other faith communities.

2. Outside Groups

- a. Service Groups – Narcotics Anonymous.
- b. Cultural and Educational Groups – music recitals.
- c. Non-partisan political gathering – Debate, public official reporting to their constituents.

Special requests and situations not clearly within the above identified category groups will be evaluated on a case by case basis.

Groups and individuals which will not be considered for use of the building are:

1. Political groups advocating election of specific public officials or partisan political activities.
2. Groups advocating revolution or overthrow of the government of the United States.
3. Groups whose goals are not compatible with the mission and purposes of the UCCNB.
4. Fund-raising groups except those raising funds for the benefit of the UCCNB.
5. Groups using the facility primarily for making a profit.

All weddings held in the building must be officiated by a UCCNB minister or the UCCNB minister must be involved in the service. The UCCNB minister is in charge of the wedding, regardless of their level of involvement in the wedding service.

All funerals held in the building must be officiated by a UCCNB minister or another UCC minister, unless the officiating minister is approved by a UCCNB minister.

All needs other than furniture setup, unless setup is done by church members, are the responsibility of the reserving group. These needs include food, decorations, signage, opening and closing the building, and the safety of attendees during the event.

Groups and individuals using the building are required to provide the church evidence of current liability insurance or sign the Indemnification Form *[need exact title of form here. Jerry Meschke will send the form to Connie]* exempting the church from incurring penalties or liabilities. Evidence of current liability insurance can be given by providing a copy of a Certificate of Insurance including General Liability insurance naming the church as an Additional Insured or a copy of a homeowner's policy with a rider that provides liability protection for the church when the homeowner is present.

Processing the Facility Use Application

1. The requestor completes the Facility Use Application and signs the back stating they have read and agree to abide by the requirements for use printed on the back of the application. The application can be submitted in person or via fax or mail. If the application is prepared via phone, the church secretary or person writing the application will fax or mail the drafted application to the requestor. The requestor will return a signed application after reviewing the information for accuracy and reading the requirements for use.
2. The church secretary will review the signed application for approval using the Approval of a Request for Use procedure described below.

3. If the application is approved, the church secretary will:
 - a. Sign or get the signature of the person approving the use of the facility and then fax or mail the approved application to the requestor. Recommend the requestor bring the approved application with them when they use the facility.
 - b. Coordinate who will program the thermostat for heat or air-conditioning, who will set up the sound system, and who will open and who will close the building.
 - c. Copy the approved and signed application for all church staff who need to be informed of the request.
 - d. Place the approved and signed application in the Facility Use Application Notebook.
4. If the application is not approved, the church secretary or the person not approving the use will notify the requestor that their request has been denied. The church secretary will place the original application in the Facility Use Application Notebook under the section Denied Applications.

Approval of a Request for Use

A completed Facility Use Application is due two weeks in advance of the event date, except for funerals. Before approving a request for facility use, consideration must be given to:

1. The nature of the group and the identified purpose of the event for which the group requests use of the facility,
2. The availability of the requested space on the date and time requested,
3. The availability of adequate custodial services with sufficient time for setup and takedown,
4. Identification of setup person(s) for the event if not the custodian,
5. The need for the facility to be set-up for the use of our tenant the Harbon Montessori School each weekday. The Fellowship Hall is not available for usage until 6:00 pm weekdays.
6. For groups of 30 or fewer, especially where food is served, only the Fireside Room is available on weekdays. The Fellowship Hall and the Fireside Room are available on weekends.

The Trustees Board is responsible for approving requests for the use of the facility. The Trustees Board may delegate the decision making to approve the Facility Use Application to others, such as the Church Secretary and the Lead Minister. The Church Secretary is authorized to approve the requests for usage by church related groups and outside groups identified in the General Policies section. Approval for use can be given only after the Facility Use Request form is completed and a determination has been made that the requested space is available on the date requested. If the request form does not contain sufficient information to determine the purpose of the use or the needs of the user, the Church Secretary is to seek clarifying information from the requestor.

If the Church Secretary has any questions about the appropriateness of the group requesting to use the facility or the ability of the church to meet the needs of the requesting group, the Church Secretary will consult with the Lead Minister. At any time, the Church Secretary or Lead Minister can request a decision from the chair of the Trustees Board to determine whether or not to approve the use of the facility. The chair of the Trustees Board will discuss the request for use with the Trustees Board as needed.

Recommended Donations for Facility Use

<u>Requestor/Group</u>	<u>Facility Use</u>	<u>Setup/Cleanup Personnel</u>	<u>Custodian</u>
UCCNB	No charge	Organizers & attendees	No charge
United Church of Christ	No charge	Organizers & attendees	No charge
Non-UCC related (Other Church Related and Outside Groups)	\$20 - \$100	Custodian	\$30/hr if needed
Wedding of church member or "contributing friend"	No charge	Custodian	\$100
Reception of member or "contributing friend" in Fellowship Hall	No charge	Custodian	\$150
Wedding of non-member	\$200	Custodian	\$100
Reception of non-member in Fellowship Hall	\$200	Custodian	\$150